

**State of Montana**  
Department of Labor & Industry  
Brian Schweitzer, Governor

UNEMPLOYMENT INSURANCE DIVISION  
Roy Mulvaney, Division Administrator



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**PROCESS CHANGE FOR UNEMPLOYMENT INSURANCE "JOB-ATTACHED" WORKERS**

"Job-attachment" of a worker is a valuable option for employers as it allows an employer to have trained workers readily available to begin work or return to work for their business when work is available. When a worker is job-attached, they are not required to look for work during a period of unemployment.

To job-attach a worker, the employer must verify that the worker has an approximate date of hire or a return-to-work date with an insured employer for 30 or more hours per week. If the employer does not verify the claimant has upcoming employment of 30 or more hours per week and does not want the worker job-attached during the layoff, the claimant will be required to register for work with their local Workforce Services office and seek work each week while filing for benefits.

How the process has changed...

In the past, if a claimant indicated they were returning to work and job-attached, we mailed a verification form to the employer. If the employer agreed to the job-attachment as shown by the claimant, the employer was not required to return the form. We will now require verification from the employer if they wish to job-attach a worker.

We will attempt to verify this information with the employer via telephone for each claimant. If we are unable to verify via telephone, we will send a verification form to the employer. The form must be returned within 28 days verifying the worker's job attached status. If the form is not returned with employer confirmation of hire or rehire date, hours of work, and job-attached status, the claimant will be required to register for work with their local Workforce Services Office and independently seek work.

Employers will be asked to make an initial verification of the claimant meeting the job attached criteria and their request to have the worker job-attached. For claims filed after the initial employer verification, the Unemployment Insurance Division may job-attach a worker based on a pattern of employment and previous job attachment with the employer. If a pattern can not be established, the employer will be asked to verify the worker's job-attached status.

Our goal is twofold: 1) provide job-attachment of claimants to employers who wish to retain their employees during layoffs, and 2) to require work search efforts for those without re-employment assurance. Meeting these goals will ensure an available labor market and a fiscally sound UI Trust Fund. The process change will allow us to pay unemployed workers in the most timely and efficient manner while protecting employers and the integrity of the UI program.

The process change was implemented on May 23, 2007.

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